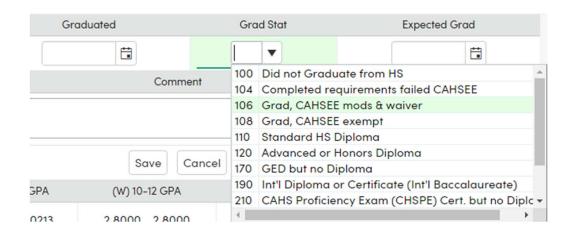
Quick Reference Guide Grades 7-12



Education is the most powerful weapon which you can use to change the world.

~Nelson Mandela

Grade Reporting Dashboard -> Transcripts

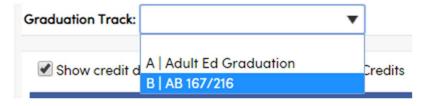


- Sites will code students who will **NOT** receive a standard high school diploma. i.e., CHSPE.
- Information Services will mass populate students graduating with a **standard high school diploma** after grades are moved to history. **DO NOT** code these students. Existing data will NOT be overwritten (i.e., if a student did not graduate from high school as seen below). Code these students **before grades are moved to history**. Creekside and San Joaquin will key in the graduation status for all students at their site.



Foster Student Graduates

• Select the proper graduation track for Foster Students.



 Foster students will receive a standard HS Diploma – Standard HS Diploma recipients are mass populated by IS.

Graduates/Completers

	• •		
Graduate reporting cycle	The graduate reporting cycle is August 16 of Year 1 through August 15 of Year 2 (i.e., the reporting year).		
	 For example, for the 2018 reporting year, the graduate reporting cycle is: August 16, 2018 through August 15, 2019. 		
Definition of a graduate	A high school graduate is defined as a student who has received a diploma by meeting all local and state high school graduation requirements.		
Who is not a graduate?	Students with high school equivalencies (e.g., GED, HiSET, or TASC) or special education students completing Individualized Education Programs who receive certificates of completion are not included in the high school graduate counts and are considered <i>completers</i> .		

Leave Reasons Interpreted as Dropouts (Gr 7-12)

Code	Description
140	Withdrew, no participation in an academic program
160	*Lost Transfer. Student was expected to transfer to another California public school and did not re-enroll in the state for the returning year.
270	Enroll in adult ed then dropped
300	Expelled with no further participation in an academic program
360	Completed grade 12, did not graduate (i.e., short credits)
380	Enter institution, not for HS diploma
400	Other (count as dropout). When no other exit reason is applicable.

Student Exit Category – School Completion Status

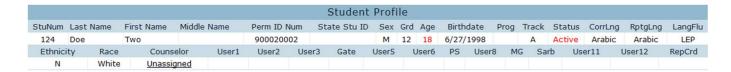
Student Exit Category Code	Aeries School Completion Status Code	School Completion Status Name	CALPADS CODE / Notes
E230	100	Completed grade 12 without completing graduation requirements, not grad	Code Cross-referenced to CALPADS 360
E230	110	Graduated, standard HS diploma	IS will mass change standard HS Diploma. Code Cross-referenced to CALPADS 100
E230	170	GED but no Diploma	Code Cross-referenced to CALPADS 320
E230	210	Received a High School Equivalency Certificate (and no standard HS diploma)	Code Cross-referenced to CALPADS 330
E230	220	Student with disabilities certificate of completion	Code Cross-referenced to CALPADS 120
E230	250	Adult Ed High School Diploma	
E230	480	Promoted (matriculated)	IS will mass change students matriculating from Elementary and Middle School.

Early Graduates

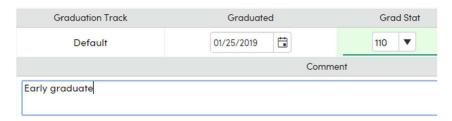
To comply with CALPADS enrollment and attendance requirements, the following procedure ensures accurate reporting to the state.

Student Profile

- STU.TG = "I-Inactive". The student will no longer have an active enrollment record. This prevents erroneous counts that affect enrollment, staffing and class size.
- Drop classes.
- DO NOT drop lockers or counselor.



Grades -> Transcripts



Data from the Transcripts screen will update Enrollment History with the correct coding for extract to CALPADS. *See below.*



Student Data -> Attendance Enrollment



Special Ed Completers/Certificate of Completion (Irvine Adult Transition Students)

Students pursuing a Certificate of Completion have the option to attend school until they reach the age of 22.

Students on track to receive the Certificate of Completion will attend Irvine Adult Transition (IATP), School 617. Some students complete a traditional high school and continue their education until they "age out" by attending School 617 or remain at one of the traditional high schools.

Two steps for a student on this path:

- Student finishes the traditional four years at a high school and receives a Certificate of Completion. They will not count in the graduate cohort (are not graduates or dropouts).
 The student is a completer: completed 12th grade. The exit reason will be 220 – Graduated HS with Differential Proficiency Standards.
- Student attends additional schooling beyond grade 12, usually at IATP. The exit reason will be 125- Special Ed Prior Completer.

The completion code for a student receiving a Certificate of Completion is 220. This is found on the student transcript screen.



Once a student exits IATP, use exit code 125-Special Ed Prior Completer. This is performed on the Student Data 2 screen.

Student Data -> Demographics -> Student Data2



Cheat Sheet for Graduates

TRANSCRIPT SCREEN

- Early Graduates Transcripts Screen. Information will update the Enrollment History.
 - o **Complete** the Attendance Enrollment. The student left prior to the end of the school year. See page 5.
- Standard graduates (end of school year) Transcripts. Do NOT add data into any other field. IS will close out the record for submission to CALPADS.

STUDENT DATA 2 SCREEN

• End of the year (last day of school) – Student Data 2

Grades -> Transcripts

Graduated	Grad Stat
6/6/2019	110 - Standard HS Diploma

^{*}Reminder: IS will mass populate your standards HS Diploma recipients.

Student Data -> Demographics -> Student Data 2

Fill out with the proper exit reason when a student completes the school year and before rollover



Drop Outs

Leave Reasons Interpreted as Dropouts (Gr 7-12)

Code	Description
140	Withdrew. No known enrollment.
160	*Lost transfer. Student was expected to transfer to another California public school
	and did not re-enroll in the state for the returning year.
270	Enrolled in adult ed then dropped.
300	Expelled with no further participation in an academic program.
360	Completed gr 12. Did not graduate.
380	Entered institution (not for HS diploma).
400	Other (count as dropout).

Query for potential dropouts

☐ Include Inactive Students

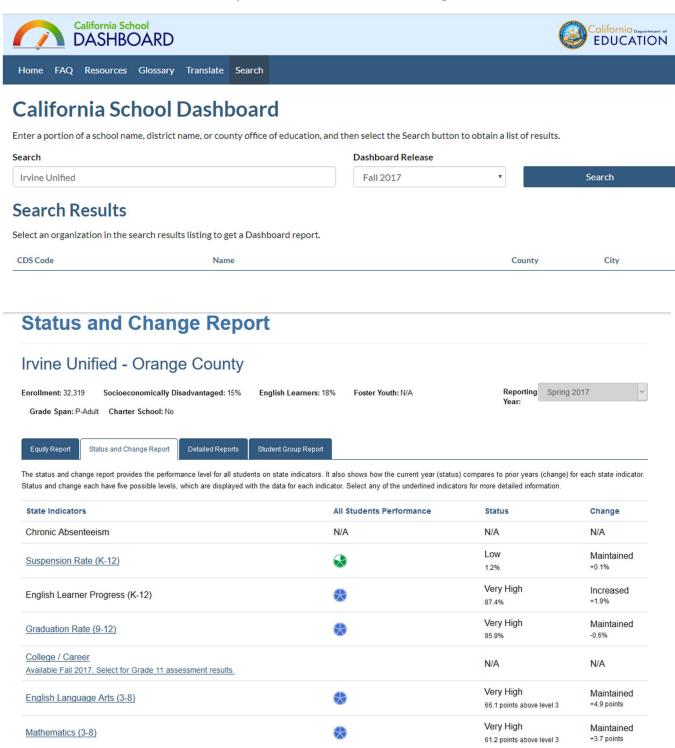
Query for potential dropouts with comments

LIST STU ATT STU.CID STU.SN STU.LN STU.FN STU.LD STU.CO ATT.RS IF ATT.CD = L AND (ATT.RS = 104 OR ATT.RS = 140 OR ATT.RS = 270 OR ATT.RS = 300 OR ATT.RS = 360 OR ATT.RS = 380 OR ATT.RS = 400)

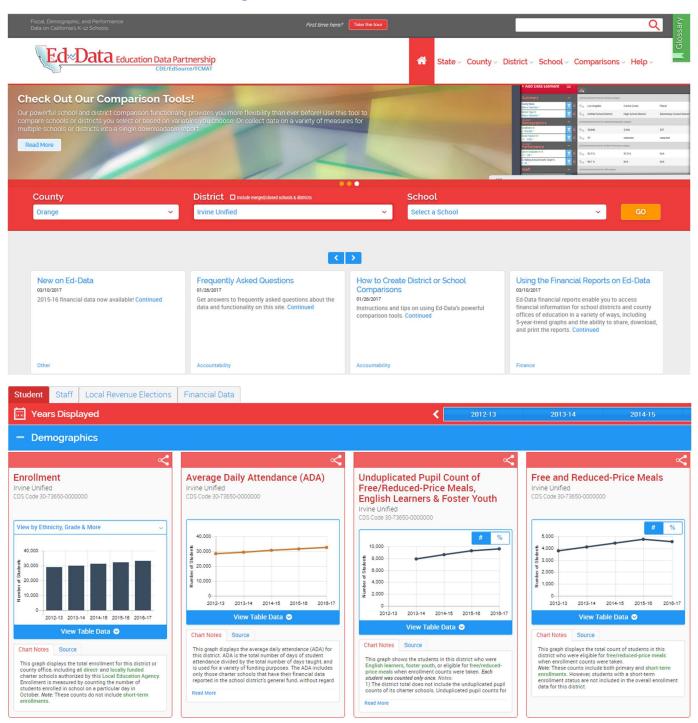
IMPORTANT NOTE: If a student's status changes, i.e., attends summer school and becomes a graduate BEFORE August 15th or the student has been located, notify Information Services immediately. A change to the student's graduation status in CALPADS will be made and applied to the upcoming Fall1 CALPADS Enrollment/Graduation/Dropout reporting cycle.

^{*}Important: Check the box to include inactive students. The students are no longer "active". Remember to de-select the option or you will obtain results for active and inactive students.

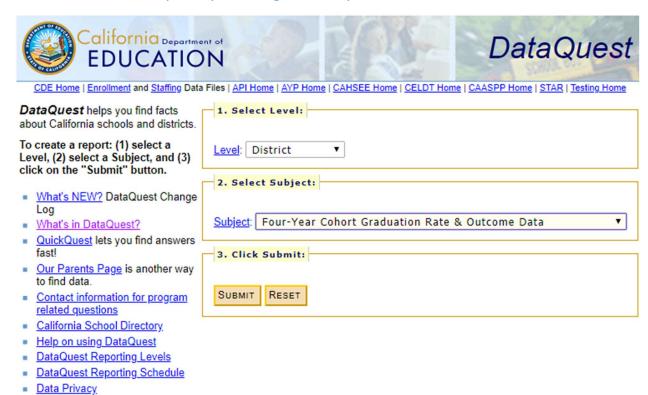
California Dashboard URL: https://caschooldashboard.org



Ed-Data URL: www.ed-data.org



DataQuest URL: http://dq.cde.ca.gov/dataquest/



Sample Report

Data Requests

